

**286—1.3(256) Organization and operation.**

**1.3(1) Location.** The state library is located at East 12th Street and Grand Avenue, Des Moines, Iowa 50319; telephone (515)281-4105; fax (515)281-6191. Business hours are 8 a.m. to 4:30 p.m., Monday through Friday, excepting legal holidays.

**1.3(2) Units.** The state library consists of seven units: library development (includes the LSTA Grant Program, public library accreditation, library staff certification, Open Access, Access Plus, continuing education and consulting); information services (includes public policy, the state medical, federal documents, state documents, and patents depository collections); the state law library; technical services (includes the state documents depository program); the state data center; audiovisual services; and administration.

**1.3(3) Commission of libraries.** The commission of libraries consists of eight members as defined in Iowa Code section 256.52. The commission shall meet at a time and place specified by the chair. Notice of a meeting and the agenda will be posted at the state library at least 24 hours prior to the meeting and shall be mailed to any interested individual or organization upon request. The operation of commission meetings shall be governed by the following procedures:

- a.* A quorum shall consist of five members.
- b.* Any action taken by the commission requires an affirmative vote by at least five members.
- c.* Persons wishing to appear before the commission shall submit a written request to the state librarian not less than 14 days prior to a meeting. Presentations shall be allowed at the discretion of the chair. Persons wishing to submit written material shall do so at least 14 days prior to a meeting so that commission members have adequate time to receive and evaluate the material.
- d.* Near the conclusion of each meeting, the chair shall set the date, time and location of the next meeting.

**1.3(4) Minutes.** Minutes of commission meetings are available for inspection at the state librarian's office during regular business hours. Copies of minutes are available upon request at no charge, allowing for reasonable transcription time.